

**Tall Firs Homeowners' Association
Board of Directors' Meeting Minutes**
www.tallfirshoa.com

Thursday July 9 , 2009

Board of Directors			Staff	
P	Joan Lechter, Secretary	Phase 1 (E)	P	Robb White Property Manager
P	Dottie Manfred, President	Phase 1 (O)	P	Jeff Hilde, Resident Manager
P	Mick Crawford, Vice President	Phase 2 (E)		
P	Mark Alenick, Director	Phase 2 (O)		
P	Arlene Park, Director	Phase 3 (E)		
P	Don Hilt, Director	Phase 3 (O)		
P	Peggy Karpenko, Treasurer	At Large (E)		

Meeting Attendance: P=Present, E=Excused, A=Absent (E) Term expires even years (O) Term expires odd years

Homeowners Present:

Kai Eng 10D, Phyllis Hilt 51D, R.K. Pade 10B, Carol Young 43 C, K. Rivard 42B, P. Farkas 40B

Call to Order: The meeting was called to order by the President at 7:00 pm

Minutes of Previous Meeting: Motion to accept the minutes of June 2009 with corrections. Seconded and carried.

Homeowner's Questions and Comments:

Summer items for short and long term goals for the crew have not been addressed for on site manager and crew. Those things will be discussed tonight.

Thanks for the Homeowner's meeting last month – would like to have a BBQ or dinner for next meeting, it was suggested that the homeowner could form a committee to make that happen.

Landscape crew is doing a good job, would like to get them to do other landscape tasks. Per their contract they are performing the tasks the Board has approved. It is not in the budget at this time for them to do other tasks.

Property Manager's Report: Robb White, Property Manager

See attached report.

Crew expenses were discussed. The invoices can be reviewed by the Board, if there are issues.

If the Board would like for the Treasurer to get a detailed report of all expenses to review Targa could make that arrangement. At this time it is not necessary, the Board reviews as necessary.

Targa will bring the A/P file to have available to review at all future Board meetings.

If specific details are needed the Board should ask Targa to bring, in advance of the meeting.

Homestreet CD will need to be reviewed with Peggy and Dottie. We may want to open a new CD at the bank in Auburn or another bank.

Motion:

Authorize President and Treasurer to take the \$37,000 for account 758 and half of the money in the account 242 market account to invest in bank of choice. Seconded and carried.

Targa received a violation letter from the City of Federal Way regarding our storage area. This will be discussed by the board in executive session.

Carport issue was reviewed by Daniel Construction and Jeff. Gutter is to be replaced and repairs can be made to pole. Billed back to homeowner

Motion: to replace gutter building 42 carport and crew can band pole. Daniel Construction to replace gutter and bill back to homeowner. Seconded and carried.

Reserve study President signed contract 10% discount June 22, 2009 should be completed by August 17, 2009.

Tall Firs Homeowners' Association
Board of Directors' Meeting Minutes
www.tallfirshoa.com

Resident Manager's Report: Jeff Hilde

See attached report

Light pole by 2020 building fell over caused from wood rot, also held light for area. We need a permit for process to pour concrete and get proper pole for lighting. First Choice will pull permit and Jeff can dig and pour concrete at that time.

Mail box light at building 1825 is a safety issue and needs to be addressed as soon as possible.

There was a water break in 1828 building inside wall with pipes coming apart, this is going to be repaired as soon as possible.

The shower and surrounding area in 42 building is being done now. The cost should be approximately \$500 for repairs and sheet rock. Robb will contact a general contractor for the repairs.

1C final repairs are being done now.

Treasurer's Report: Peggy Karpenko, Treasurer

Nothing to report

Committee Reports :

Architectural Committee: Mick Crawford, Chair

Walk around with Robb and Jeff of the Phase I area to review for violations today.

Landscape Committee: Don Hilt, Chair

Several plants have not been watered on the property. Our landscape company is not cutting the grass correctly on our property. It was discussed who should be the contact with the landscape company and it was decided that Don could be the contact.

If there are other issues from the board we should get with Don so he can send them a letter before the next executive board meeting.

Kim and her group walked around the property to review the trees. She will get with Don to review her findings.

Safety Committee: Kai Eng, Chair

Has walked the property and will get with Jeff about lights on the property for repair.

Crime Watch: Arlene Park, Chair

There will be a new meeting set up for this fall, date to be discussed soon.

Website Committee: Joan Lechter, Chair

Annual payment for hosting website will be soon, will advise board of payment when made.

Audit Committee: Mick Crawford

This month old records have been located about the property. Carol Young to turn over records she has 1992 – back.

Nomination Committee: Not active at this time

Rules Committee: Not active at this time

Election Committee: Not active at this time

Budget Committee: Peggy Karpenko, not active at this time

Old Business:

Building cleaning and their gutters has been done on 9 buildings. Mick will discuss with Jeff. Rob asked Jeff to keep a log of building cleaning that is done , date and time. Jeff will start completion of whole buildings not just the one side.

Robb to send out violation letters to Phase I homeowner's in next few days.

Tall Firs Homeowners' Association
Board of Directors' Meeting Minutes
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Deck repairs status by end of August. No final repairs report on the 6 surface replacement and 3 deck repairs. Report will be submitted to the board.

The chimney company submitted an incorrect list to the board of homes not entered during the chimney and dryer vent cleaning process. Letters were sent to homeowners per the board's request and in error most were entered. Robb will resend a letter of apology to those involved. Homeowners of 29A and 51B still need service performed. A fine will be involved for the process.

Extend the board meeting 15 minutes. Seconded and carried.

Pool cameras should be installed this weekend.

Motion Authorize payment of \$557.89 to cover the purchased cost for the pool cameras and reimburse Mick Crawford. Seconded and carried.

Motions from June 2008 Executive Board Meeting:

Authorized 13A wooden deck extension by previous board is theirs to maintain. Seconded and carried.

Reimburse Peggy Karpenko \$115.00 for the CAI class she took on June 20, 2009 in Tacoma. Seconded and carried.

New Business:

Rules committee started Mick to chair. Kim would like to be on the committee, others can join.

Insurance policy to be discussed at executive session.

Adjournment: There being no further business, the meeting was adjourned at 8:50 pm.

Recorded By:

Joan Lechter

Dottie Manfred
President

Joan Lechter
Secretary

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Tall Firs Condominium Association

**Community Association Manager
Report
June - July 2009**

Discussion Items

- Communication from City re: debris enclosure
- 1728 carport damage
- Reserve Study information

Action Item List

- Sent letters to Members regarding violations
- Prepared & Sent out Demand for Payment letters
- Prepared/ sent out Rules violations letters from June inspection
- Prepared/ sent out- fireplace deficiency letters/ non-access letters
- Responded to e-mails & voice mails throughout month from Members
- Performed site inspection w/ BOD Member & On-Site Manager
- Prepared delinquency action reports and performed delinquency follow-up
- Communicated with Chimney/ dryer vent company- Regarding access to units
- Communicated w/ attorney regarding delinquencies/ payment agreements/ collected funds
- Performed deck inspections w/ BOD Member & Contractor
- Negotiated contract w/ Association Reserves inc. for Reserve Study
- Provided association information to Reserve Study company- coordinated contract signing.
- Attended Homeowners Forum Meeting, June 25.
- Vacation June 27- July 5.

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Tall Firs Managers Report
For July 9, 2009

- Trash pickup every morning.
- Trash pick every night.
- Check chemicals in hot tub and prep for use daily.
- Check chemicals in swimming pool and prep for use daily.
- Dumpster check daily.
- Tow notice car in 2003 cull-de sac.
- 5 days of sprinkler repair.
- Hand Water grass that does not have sprinklers.
- 3 Trees removed on 318th.
- Sweep tennis court.
- Spray round up in cracks in parking lot.
- Light bulb replacement on upper unit building 5.
- Light bulb replacement on lower unit building 5.
- Light bulb replacement on carport building 4.
- Light bulb replacement on carport building 6.
- Light bulb replacement on carport building 6.
- Light bulb replacement on upper unit building 7.
- Light bulb replacement on lower unit building 7.
- Light bulb replacement on upper unit building 8.
- Light bulb replacement on lower unit building 8.
- Light bulb replacement on carport building 8.
- Placed tow notice on truck in 24hr. parking stall in RV parking lot.
- Light repair of entry lights on building 51 C.
- Meet with first choice electric for replacement of light pole.
- Clean roof and gutters on building 7.
- Clean siding on building 7.
- Clean roof and gutters on building 6.
- Clean siding on building 6.
- Clean roof and gutters on building 9.
- Clean roof and gutters on building 10.